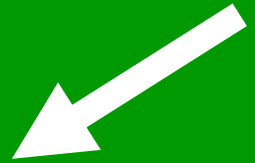


Morale, Welfare & Recreation and Visitors' Quarters

take AIM..



A newsletter for MWR and VQ AIMS users published bi-monthly

Newsletter for AIMS Users debuts!

By Tom Hennessy, your editor

Special points of interest:

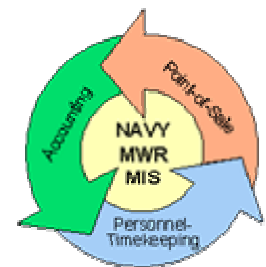
- The next bases/regions to go live with FICO
- Everything you have been asking about the HR implementations
- The details about the three recommended POS systems
- KRONOS is the word for automated time and attendance systems
- Bits and Bytes and Tips and Tricks

The birth of a newsletter... Like any birth, it's a combination of dedicated people, each one contributing according to their strengths. Although there might be only one name as editor on the masthead, this newsletter would not exist if it were not for the offerings of the people who are actually writing the articles. And speaking of writing articles, have you ever wanted to see your name as the byline of a well thought out article? We are looking for people to write for this publication. Does your knowledge lie in the FICO implementations? Possibly the Human Resource or KRONOS world? Are you an expert regard-

ing the requirements for Point of Sale products? What we are particularly interested in at this stage of our growth is a spokesperson who can bring the field point of view to this newsletter. If there are any potential writers reading this first issue who would like to be a part of its future, please e-mail the editor at

P657f2@persnet.navy.mil

Also, we would love to hear from our readers about what they think of our efforts. Does it give you the answers to the questions that you might have regarding the entire MIS project? Is there a subject that we haven't covered that you feel might be of interest to the



The Original Logo for the MIS project—circa 1998

AIMS world? Just e-mail to the address above. We will publish the letters with only editing required because of space limitations. Thanks and enjoy "take AIM"

Pensacola the next FICO implementation!!

Inside this issue:

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Headquarters welcomed the Pensacola visitors!

We had the pleasure of hosting the key members of the Pensacola business office as our implementation team demo'd various parts of the SAP FICO modules and worked on local business

processes. While the weather wrecked havoc on most of the base that week, we accomplished what was necessary. This is, of course, all in preparation for the concentrated training at the Pensacola regional site starting on Tuesday, March 18th. Data conversion will begin on Thursday, April 3rd and

the big day is.

Monday, April 7th, Pensacola MWRs and VQs as well as Eglin Air Force Base VQ Goes Live!!

Please read the column on Page 3 of this issue for our next implementation targets!

Rockin' Along in the SAP HR and Kronos Worlds!

By The SAP HR and Kronos Team



Your team members consist of Kathie Decent, Ashley Floyd, Cheryl Teel and Jacque Trimm.

On February 24th, Kathie and Cheryl conducted the “Kick-Off” meeting for **SAP HR** in the Northeast region. They are scheduled to go-live on May 30th. Currently the NE is going through each and every Official Personnel Folder and entering the data into an Access database. They are also taking the time to ensure all data for each em-

ployee is correct. The team will use this information to do the trial data conversion into SAP on April 28th as well as the go-live data conversion that begins on May 23rd. Kathie and Cheryl will be conducting the HR training on May 19th at the NE region while Jacque and Ashley are doing the data conversion from headquarters.

For the **Kronos** implementations, the Mid-Atlantic region and Hawaii are both live on the

web-based version. Great Lakes NTC is in their last parallel and are planning to go-live on March 7th. The Jacksonville region has been contacted to begin the preparation to move them from Kronos Timekeeper Central to the new web-based version, Workforce Central. Once the team has time for review their current information, a determination will be made to schedule the new implementation. Keep reading to find out who will be the next to enter SAP HR.

March 2003

Schedule of Events

- **March 3**—Hawaii visit for the site preparation and “kickoff” meeting. Start San Diego Micros installations.
- **March 7**—First live pay period for KRONOS at Great Lakes NTC.
- **March 18**—FICO training starts for the Pensacola Region
- **March 31**-Live with Archiving/Imaging (See the article on Page 4 in the “Bits and Bytes and Tips and Tricks” column.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 Kickoff/Site Visit—Hawaii	4	5	6	7 Kronos 1st live pay period—Great Lakes	8
9	10	11	12	13	14	15
16	17 SAINT PATRICK'S DAY	18 Training for FICO in Pensacola	19	20	21	22
23	24	25	26	27	28 Training complete FICO in Pensacola	29
30	31 Live with Archiving and Imaging					

Hawaii Planning in initial stages, OTH VQ's underway

By "take AIM" staff

A FICO implementation team led by **Tim Rushdi**, the Computer Services branch head, made a visit to Pearl Harbor Naval Station to introduce their business office to the "wonderful world of SAP"

The team included **Debbie Phillips**, **Heather Robinette**, who will be the operational team lead for the Hawaii process, **Sharon Varner** and **Marcia Steele**. They conducted the "kick-off" meeting and started the implementation process that will culminate in a FICO "Go-live" date

of July 2nd.

This process is a complicated one requiring conversion of existing legacy data into a form that can be used by SAP. This involves cleansing the data to eliminate duplicates, making sure all balances in the accounts are correct and that accounting data is complete and up to date.

A second implementation team, led by Sharon Varner is working on the merging of the Southwest region OTH VQ's into a single fund on SAP and bring them into the SAP family. This team is

also making preparations to include the Southwest region Navy Flying Clubs into the fold as well.

After the above mentioned implementations, the SAP teams will be going back to the Southeast region. This will end up being one of the largest regions in the Navy stretching from Cuba and Puerto Rico to the southeast Texas bases. We will be extending the SAP process to four more bases in the region to join with the original Alpha pilot sites.



The USS Arizona memorial at Pearl Harbor, Hawaii

April 2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Lodging Touch live in Northwest	2	3 Data conversion in Pensacola	4	5
6 DAYLIGHT SAVINGS TIME STARTS	7 Pensacola "Goes Live"	8	9	10	11	12
13	14	15 Disaster Recovery in place	16	17	18	19
20 EASTER	21	22	23	24	25 Last day for April posting SD OTH VQ's	26
27	28 Northeast SAP HR Trial Data Conversion	29	30			

Schedule of Events

- **April 1**—Lodging Touch Live in Northwest region. Great Lakes and San Diego interface with SAP through MICROS.
- **April 3**—Data Conversion starts in Pensacola
- **April 7**—Go-Live in Pensacola and Begin testing the RecTrac interface
- **April 15**—Disaster recovery in place.
- **April 28**—SAP HR Trial Data Conversion for Northeast Region

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If you have any questions about using the new optical archiving functionality in SAP, or have any questions about its capabilities, please contact the SAP support team by calling the SAPHelpDesk on (901) 874-6500 or DSN 882-6500

“Bits and Bytes and Tips and Tricks”

Definitions of the month: **OTH** is “Over the Horizon” - **HR** is Human Resources—**FICO** is Financial and Controlling (the business modules) - **VSI** is Vermont Systems, the producers of RecTrac/GolfTrac and CYMS.

All the latest training manuals and miscellaneous accounting forms are available at <http://mwr.navy.mil/mwrprgms/sap/infsys.htm>

Have you ever wondered how you could retrieve a facsimile of some correspondence you prepared and printed using SAP? A purchase order? An EFT remittance advice? A check? A dunning letter? An account statement? Wouldn't it be beneficial to have this correspondence attached to the individual master records or transaction documents to which they relate? Wouldn't it be convenient for a fax of this correspondence to be in a format that is easily printed re-faxed or emailed? If you answered yes to any of these questions then you will be interested in the new optical archiving system the SAP functional and technical teams recently implemented.

Images of all standard correspondence issued from SAP as of February 18, 2003 are being automatically archived, as it is printed, without any user intervention. The main benefit of this new system is the correspondence is automatically attached to the object which it relates. Correspondence issued before this date cannot be archived.

The automatic archiving of all outbound correspondence from SAP is the first phase in a multiple stage roll-out of the new system. This will be discussed in detail in future issues.

You can learn more about viewing optically archived correspondence by logging on the website at <http://mwr.navy.mil/mwrprgms/sap/infsys.htm>

The last word on POS ...Micros, RecTrac and Lodging Touch

By Robert Lee and John McClung

The **Lodging Touch System** is used to manage the hotel operations of the Navy VQs. An interface has been developed which transmits all financial information from Lodging Touch to SAP. The interface is posted each morning for the previous days business, essentially automating the manual DAR process. The interface has been working successfully at the Oceana VQ, within the Mid-Atlantic Region, since May 1, 2002. The remainder of the Mid-Atlantic VQs went "live" with the interface in the fourth quarter of 2002. The next scheduled implementation will be the Northwest Region VQs in March, 2003.

Development has also begun on another phase of the Point of Sale (POS) process. We are cooperating with Vermont Systems to develop an interface to SAP. Their applications include **RecTrac**, **GolfTrac** and **CYMS** (Children and Youth Management System). We are planning to lab-test the interfaces in May and pilot-test the completed product in June at a location to be determined later.

During March, Robert Lee will visit seven **Micros** sites. Great Lakes will add three locations to the one they have tested with and four will be added in the San Diego Metro area.

Among the self-funded locations choosing a Micros Point of sale solution are several in Hawaii. The locations include Fatty's and Shenanigan's at Barking Sands on Kauai and Barbers Point and Pearl Harbor's bowling centers on Oahu.